



CIT Monday Mentor Forum Agenda for: MENTOR NAME January 25, 2016

Welcome!

Please drop off any paperwork in the labeled baskets and make your way to your first assigned room.

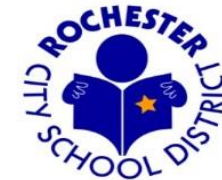
<u>Time</u>	<u>Agenda</u>	<u>You will be joining:</u>	<u>in Room #</u>	<u>Table #</u>
4:00 – 4:45 pm	Breakout Groups: Subject/Grade Level/Service Field	BREAKOUT GROUP	ROOM	TABLE
4:50 – 6:00 pm	Mentor Clinic: Begin Focused work on Mentoring	MENTOR CLINIC	CLINIC ROOM	CLINIC TABLE

- If you have “Burning Questions” for Stefan, please fill out the forms at your table.
- Be sure to submit all paperwork in the labeled basket tonight or to the CIT Office.
- Consult the “Reminders” on the back of this page.
- Please complete the on-line session evaluation survey that you will receive following tonight’s Forum.

Thank you for all your hard work and for your commitment to supporting your colleagues and our students!

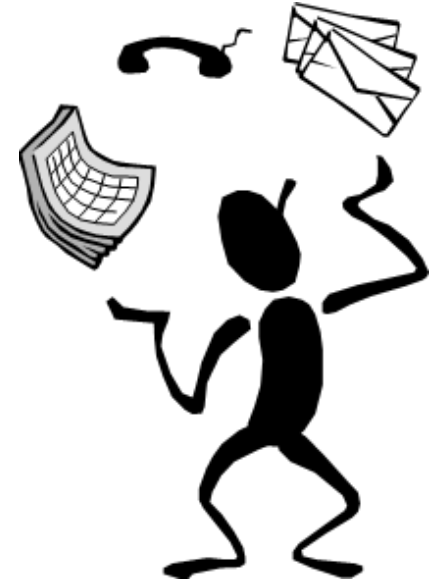
CIT Mentor Forum Goals

1. **Strengthening Student Engagement**
(practicing peer coaching skills to help interns reflect and develop strategies that genuinely engage kids),
2. **Igniting and Sustaining our Passion for Teaching**
(and passing that torch to our interns), and
3. **Building Cultural Competence**
(addressing issues of diversity and poverty, and building our interns’ capacity to develop culturally responsive teaching practices).



For January/February

- Complete, Sign, and Submit Mentor Reports (if you haven't already).
- Schedule your CIT Governing Panel Contact Observation AND your CIT Lead-Teacher Peer Observation (if you haven't already).
- Consider attending a Status Report Writing Clinic on either February 25th or March 1st (location TBD).
- If you are supporting a truly exceptional Intern, nominate her/him for Intern of the Year (due February 11th).
- Follow up with CIT Director if Intern is struggling ("Statement of Concern" or "Mid-year Ineffective").
- Provide Written Feedback Forms to Interns, Residents.
- Check in monthly with your Intern's Administrative Supervisor.
- Submit monthly Calendar to CIT Office (Intern, Professional Support, Peer Review).



For New Mentors

- **Learning-focused Conversations Training:** Monday, February 8th, RTA Conference Room A, 3rd floor, 30 N. Union St, 4:00-6:00 pm

Next Mentor Forum: March 7, 2016

- Spring Intern Status Report Due